

DUTY STATEMENT

DS 3022 (3/2021)

**STATE OF CALIFORNIA
DEPARTMENT OF DEVELOPMENTAL SERVICES
OFFICE OF PROTECTIVE SERVICES
PORTERVILLE DEVELOPMENTAL CENTER**

DUTY STATEMENT

JOB TITLE: OFFICE TECHNICIAN**POSITION #:** 472-290-1139-XXX

The Office of Protective Services (OPS) is a Law Enforcement Agency. Applicants shall not be appointed to this position without a background check. An OPS background check includes interviews of employment and personal references, FBI and California DOJ fingerprint clearances, and DMV clearance(s). The selected applicant must complete a notarized waiver for access to their personal records.

POSITION DESCRIPTION: Under the supervision of the Commander (Supervising Special Investigator II, SSI II), Office of Protective Services (OPS), the Office Technician (OT) is responsible for performing a variety of tasks and duties in support of the investigative, police and fire services for Porterville Developmental Center (PDC). These duties will include typing detailed and confidential police and investigative reports; distributing and controlling the record-keeping section for all confidential reports and documents, and maintaining multiple database systems. Other tasks include responding to correspondence; maintaining the investigation case logs; answering telephones; maintaining monthly attendance reports; ordering office supplies; travel and training expenditures, purchasing required equipment for OPS personnel; and working with a variety of departmental personnel.

This position requires the incumbent to maintain consistent and regular attendance, communicate effectively both orally and in writing, demonstrate initiative, independence, and originality in performing tasks, exemplify responsibility and dependability for completing assignments and functions timely and accurately while maintaining confidentiality as necessary.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Under the supervision of the Commander or his/her designee of OPS.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 40% Maintains the database for the investigations caseload (SID); assign case numbers; assist with case-control and document case assignments; assist with investigative and/or police report preparation. Performs general office duties including but not limited to filing, photocopying, scanning, faxing as requested.
- 25% Screens incoming telephone calls; assists other units at the developmental center; responds to various requests for information; provides direction to other section support

staff; sorts and routes incoming mail; makes travel arrangements, maintains monthly attendance and calendars for OPS staff.

- 20% Types correspondence, drafts routine letters; prepares travel claims; makes copies of reports; order and maintain supplies. Operates a variety of office equipment; maintains filing system, sort, and archive records.
- 10% Tracks and records Live Scan fingerprinting results received from the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI); PC coordinator for the section; provides back up to various departmental meetings, maintains the legal library, including the DDS Law Enforcement Manual and others as required.

Marginal Job Functions:

- 5% Process purchase orders for necessary supplies and equipment. Special projects, functions, and other related duties as required in accordance with class specifications.

WORKING CONDITIONS:

Work is performed in an open-spaced partitioned office environment. Requires using a personal computer and sitting for extended periods of time while reviewing and/or preparing documents while using a personal or laptop computer 85% to 90 % of the time.

DESIRABLE QUALIFICATIONS:

The incumbent should maintain constant and regular attendance; develop/maintain positive relationships with a variety of personnel within the Department of Developmental Services, as well as outside state and local agencies; and must be able to maintain confidentiality due to the nature of the workload

The incumbent should have general knowledge of policies, laws, and rules as they relate to OPS operations. Requires a high degree of initiative, independence. Must have strong computer skills and knowledge of applications included in Microsoft Office Suite and other applications and databases.

CERTIFICATION OR LICENSE: None

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.